

7/2

7 February 1952

Report from Room 220, Week of 4 February - 8 February 1952

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To:

[Redacted]

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From:

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1. The enrollment of the new clerical refresher course is [Redacted]. Of these, [Redacted] are enrolled in typing, [Redacted] in shorthand, 1 in English Usage, and 1 in stenotyping.

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2. Conferences and meetings in regard to the [Redacted] [Redacted] have filled many hours.

3. The memo on clearance procedures for all training groups was distributed this week to all staff members and to the appropriate personnel offices.

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4. I sat in on [Redacted] staff meeting Wednesday at 4 p.m.

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5. [Redacted] hired as our third clerical instructor for Alcott will be brought in on a provisionally cleared basis to UTG/A on Monday, 11 February.

[Redacted]

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